

COMMISSIONERS APPROVAL

GRANDSTAFF *g*

ROKOSCH *g*

THOMPSON *at*

CHILCOTT *je*

DRISCOLL *W* *N*

PLETTENBERG (Clerk & Recorder)

Date.....July 2, 2008

Members Present.....Commissioner Carlotta Grandstaff,  
Commissioner Jim Rokosch, Commissioner Alan Thompson and Commissioner Greg  
Chilcott

Minutes: Glenda Wiles

► The Board met with Maintenance Supervisor Brian Jameson for an update. Brian presented an update from Johnson Controls for the Energy Performance Contract Project which was reviewed by the Board. Brian also addressed the use of personal space heaters being utilized by county employees. He estimates about 80 heaters utilizing \$17,000 per year to run. Discussion also included the use of other personal equipment from radios to microwaves. Brian stated he continually monitors the extension cords which are not allowed as per OSHA standards. He also noted we are reaching the capacity of the electrical service that comes into the buildings, particularly the courthouse. He will look into the addition of a power panel for more service at the courthouse.

► The Board met with Ravalli County Economic Development Director Julie Foster to make a decision on the use of funds for application to the Montana Department of Commerce for the Tax Increment Finance District (TIFD) Planning Grant. Julie stated this grant will cost \$10,000 for a consultant in order to do the feasibility study. City of Hamilton Planning Director Dennis Stranger has asked the City for \$5,000 of this amount which would require the County to match this \$5,000 in order to pay for this consultant. While the City budget has not been formally approved, Dennis advised Julie he does not see any issues that would prevent the City from approving these monies. **Commissioner Chilcott made a motion to commit \$5,000 from the County contingent upon the City of Hamilton committing \$5,000 and contingent upon the CDBG Planning Grant being submitted under the City in the amount of \$10,000. Commissioner Rokosch seconded the motion.** Discussion of the motion: Julie stated since the county already has a planning grant, this planning grant will be submitted by the city. If the monies are approved, Julie will hopefully contract with Ms. Cornish of Butte, Montana, who has set

up these taxing districts in Montana. Commissioner Rokosch stated in the absence of impact fees, he will be looking at this study to see how impact fees can interface in areas of development. Commissioner Chilcott stated he looks at this tax base (from commerce) to assist school districts and local government. Commissioner Rokosch stated he is not in favor of subsidizing development on the back of the taxpayers, and that is his reason behind connecting these impact fees. Julie stated the boundaries have been described within the Old Corvallis Road area which will allow the Commissioners the ability to better define this area as the district moves forward. **All voted "aye".**

► The Board met to discuss the previous decision on June 25<sup>th</sup> to appoint Phil Connelly to the Impact Fee Advisory Board. Present at this meeting were Phil Connelly and Dick Ellis who was replaced by Phil, as well as John Meakin who is Chair of this Board. Commissioner Grandstaff stated after Phil was appointed to the committee, John Meakin visited with her and other Commissioners advising them how much this Board had done and how well Dick Ellis was contributing to this Board. John stated they were happy with Dick's service and was surprised that Phil had been appointed as they had no knowledge of Phil's desire to serve on this Board. Phil stated he thought there was an opening due to someone leaving the board and that is why he applied. He stated if Dick's term was simply ending and Dick wants to stay on the Board, then Phil would withdraw his interest in serving on this Board. Phil will send an email reflecting his resignation from this Board. The Board voiced their appreciation to Phil and all of his service to the county in regard to the various boards he serves on; noting that is why they appointed him to serve on the Impact Fee Advisory Board. They also noted their appreciation for Phil for deferring this board position back to Dick Ellis who would like to remain on the Board. **Commissioner Chilcott made a motion to accept Phil's verbal resignation and appoint Dick Ellis back onto the Impact Fee Advisory Board with a term ending June 30, 2010. Commissioner Rokosch seconded the motion and all voted "aye".**

► The Board met with Office of Emergency Management (OEM) Director Ron Nicholas and the State of Montana District 1 Representative Martha Smith in order to approve and sign off on the OEM Statement of Work that is required by the State of Montana. Ron gave some background for the funding of the emergency services for Ravalli County as well as Martha who described the past budgetary formula for half of the local government funding. Martha stated this grant or the budget monies, now falls under Homeland Security. This year the formula has yet to be developed. Martha stated Ron does many other functions that are not under the requirements of Homeland Security, therefore the statement of work simply reports the minimum requirements for this position. Discussion included the Presidential programs that started after the 911 incident (national response plan, national incident system etc.), the federal preparedness and NIMS compliance. Martha noted the compliance for the emergency response under NIMS will cost the local government entities money. She stated the NIMS compliance issue is huge for Montana, because most of the workers are volunteers. Many jurisdictions are volunteers and trying to keep up their levels of training is sometimes difficult.

Martha complimented Ron on keeping Ravalli County compliant with NIMS. However this year might be more difficult as there are more requirements for record keeping and training. Also, each Fire District must now appoint a person who deals with the NIMS Training and Compliance. Martha noted because Congress needs to know that the grant money is being spent wisely and in accordance with the monies allotted, numerous audits will be taking place.

Ron stated the NIMS training is very time consuming, and while he has no authority to make these Fire Districts participate in the training, he can only suggest to them they take advantage of the training in order to obtain these federal funds. Martha concurred because these fire fighters are volunteers and there is just so much time for training. However it is important to receive the training in order to receive the money in order to be prepared in case of an emergency.

Other discussion included the fuel spill at the Airport and how it was handled appropriately by Airport Manager Page Gough which included OEM and DEQ. **Commissioner Chilcott made a motion to sign the statement of work for OEM. Commissioner Thompson seconded the motion and all voted "aye".**

► The Board met to review a request by the Planning Department to approve a standardized memo that would be sent by the Commissioners to pre-submission applicants of the Open Lands Bond Program. (See attached Request for Commission Action). Commissioner Thompson was not present for this meeting. Present were Civil Counsel Karen Mahar, Planning Director Karen Hughes, Planner Vanessa Morrell and Gavin Ricklefs.

Karen Mahar stated Vanessa worked with Attorney Mae Nan Ellingson in regard to this letter, addressing Mae Nan's concern over violating any Commissioner policies by this letter. Karen stated this letter does not commit the Commissioners with anything that does not fit within the project goals. The letter is not a promise of funding, but is a statement of good will towards a potential applicant. The form letter would be sent out after a pre-conference with Vanessa and is simply an encouragement to the applicants for them to continue on through the process.

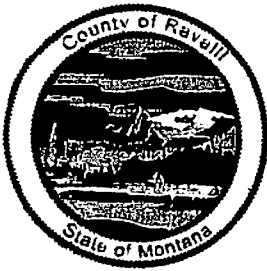
Vanessa stated after the pre-conference a letter would be sent from Planning and the Commissioners to encourage the citizen to continue in the process of the Open Lands Bond Program.

Commissioner Chilcott suggested a few changes in both letters to help the potential applicant realize their participation from the pre-conference does not automatically place them within the Open Lands Board program.

Commissioner Rokosch suggested an applicant have the ability to have a one on one conversation with a Commissioner in order encourage and convey to the applicant that they would like any comments or questions that could assist the program in the right direction.

Karen Mahar asked if the Commissioners would want to meet with every applicant. Commissioner Rokosch stated it does not have to be the standard practice but to allow the citizen that ability. Commissioner Chilcott stated any citizen can meet with a Commissioner at any time; with this process he would feel better if the Commissioners stayed clear of the application and or process so it does not appear political. Karen Hughes suggested the applicants be given a short questionnaire which could help them correct any deficiencies. Commissioner Rokosch concurred with that as he does not want any applicant to think the Open Lands program is political in any form.

**Commissioner Rokosch made a motion to approve the standardized memos, (with the changes noted from Commissioner Chilcott), from the Board of County Commissioners and Planning Staff to Open Land Bond Program applicants after the pre-submission. Commissioner Chilcott seconded the motion and all voted "aye".**



## REQUEST FOR COMMISSION ACTION

OG-08-06-527

Meeting: July 2, 2008 @ 1:00 p.m.  
Request: To approve a standardized memo from the BCC to certain Open Lands Bond Program (OLBP) pre-submission applicants

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### I. ACTION REQUESTED

This is a request from the Ravalli County Planning Department to approve a standardized memo to be sent by the BCC to Pre-Submission applicants of the Open Lands Bond Program.

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### II. BACKGROUND

On December 5, 2007, the BCC adopted Resolution 2256 Establishing the Ravalli County Open Lands Bond Program. The procedures laid out within this Resolution require applicants to the Program to complete a Pre-Submission Phase before submitting a Full Application for funding from the OLBP. The Pre-Submission Phase is intended to clarify the procedures and expectations for an applicant and their sponsoring organization or agency, as well as to identify any potential issues which might delay or otherwise complicate the review of a Full Application.

It has come to the attention of the Planning Department that after the Pre-Submission Phase applicants would appreciate some assurance that their project generally conforms to the goals and objectives of the OLBP before investing in the steps necessary to submit a Full Application. This concept was discussed with the Commission and legal counsel at a public meeting and it was generally agreed that the County would try to craft a general letter to this effect that could be used in the OLBP process.

The Planning Department drafted a letter intended to acknowledge completion of the Pre-Submission Phase and to clarify any remaining issues prior to the submission of a Full Application. This letter would be sent by the Planning Department after review of Pre-Submission materials and the Pre-Submission conference.

Additionally, the County Attorney's Office drafted a standardized memo to be sent by the BCC intended to encourage applicants to proceed with the review process if their Pre-Submission indicates that their project fits within the stated goals of the OLBP. This letter was crafted to not vest the project in a way that would indicate some guarantee of funding or approval. This letter would be sent to an applicant after review of Pre-Submission materials and the Pre-Submission conference.

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### III. RECOMMENDED MOTION

That the standardized memo to Pre-Submission applicants of the Open Lands Bond Program, be approved, and that the OLBP review process be amended to incorporate use of this memo, as appropriate.

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**REMAINING ISSUES:** The intent of the letter is to encourage applicants whose pre-submission conference initially indicates that their project fits within the stated goals of the OLBP, while not vesting the project in a way that would indicate some guarantee of funding or approval. The letter has been reviewed by the County Attorneys Office (Karen Mahar). However, Bond Counsel, Mae Nan Ellingson, has indicated she has concerns that the letter indicates that funding will be provided. We will try to have this issue resolved before the July 2<sup>nd</sup> meeting.

**FISCAL IMPACT:** None

**ATTACHMENTS:** Draft standardized memo to be sent on behalf of the BCC to Pre-Submission applicants of the OLBP; draft letter to be sent from the Planning Department to Pre-Submission applicant to the OLBP.

**STAFF:** Vanessa Morrell

**DATE:** June 27, 2008

FORM MEMO TO BE SIGNED BY CMMRS AND CIRCULATED TO APPLICANTS  
WHO COMPLETE THE PRE-SUBMISSION WORKSHEET AND CONFERENCE

(Date)

(Applicant)

Welcome to the Ravalli County Open Lands Bond Program (OLBP).

On July 25, 2006, the Ravalli County Board of Commissioners requested and received voter authorization to create a \$10 million OLBP. The Commissioners did so because we recognize that working farms and ranches in Ravalli County are a valuable resource worth protecting, helping the valley by managing growth, preserving open lands, protecting water quality and its sources, maintaining wildlife habitat and promote the rural flavor, pristine views, and lifestyles residents enjoy.

The stated goals of Ravalli County's OLBP are to:

- Manage growth;
- Preserve Open Lands, including working farms and ranches;
- Protect water quality of streams and the Bitterroot River;
- Maintain wildlife habitat; and
- Protect drinking water sources.

Funds are currently available for projects which meet the above OLBP goals.

We are excited that you have started the review process with our OLBP. Although we cannot guarantee the success of any particular project until official review is complete, your pre-submission conference initially indicates that your project fits within the stated goals of the OLBP and we encourage you to proceed through the full application procedure.

The OLBP can only achieve its goals by partnering with committed and dedicated citizens such as yourself. To that end, we very much look forward to continuing to work with you and your Sponsor through the project review procedure.

Signed by all Commissioners

Vanessa Morrell, Open Lands Bond Coordinator  
Ravalli County Planning Department  
215 S. 4th Street  
Hamilton, MT 59840

May 19, 2008

Applicant  
5678 Street Dr.  
Home Town, Montana 98765

Dear applicant,

Thank you for your interest in the Ravalli County Open Lands Bond Program (OLBP). It was a pleasure to meet with you on (date) for a pre-submission conference to discuss your Pre-Submission Worksheet.

At our pre-submission conference, we discussed the application procedure and identified the following additional items that are needed:

(list)

Please be aware that this list is based only on the limited information we received during the pre-submission phase. Additional information may be requested after your full application is received and reviewed.

I have informed the Board of County Commissioners that our pre-submission conference was held, and am including a statement from the Commissioners welcoming you to Ravalli County's OLBP.

The next phase of review, as set forth in our OLB Guide for Applicants, is the OLB review. Please feel free to contact me with any questions as you work with your Sponsor to prepare your full application materials. Once we have received these items, the review of your application by the Open Lands Board can begin.

Thank you once again for your interest in the OLBP and your dedication to preserving the conservation values of your property.

Sincerely,

Vanessa Morrell  
Ravalli County Open Lands Bond Program

Cc: (Sponsor)